

SAMPLE BUDGET REQUEST TO JUSFC

Applicants are free to use this sample budget form or design a form of their own. In all cases, the Commission requires that the applicant provide the following information: all other sources of funding for the project, secured or anticipated; request to JUSFC as a percentage of total project budget; and comparison with previous Commission support for the proposed project, if any, both by way of previous amount and percentage of difference with current request.

INSTRUCTIONS FOR SAMPLE BUDGET:

- **Fill in gray cells ONLY; white cells will calculate automatically.**
 - **When entering data, do NOT use ANY punctuation, ie, \$,.% etc.**
 - **\$1 has been put in all gray cells containing numbers as a placeholder for your data. You must REPLACE the "1" of \$1 with a higher amount or a 0 so that all calculations function properly.**
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You may add or delete columns and rows without changing the formulas for calculation. For instance, if you have not received a previous grant from JUSFC for this project, you may want to delete the two columns M and N.

To add a COLUMN, click on the letter at the top of the column you want to duplicate, click on Edit/ Copy, then Insert/ Copied Cells next to the copied column and edit.

To add a ROW, find a row similar in structure to one you'd like to add, click on the row number at the left, click on Edit/ Copy. Select a row. Your new row will appear directly above it when you click Insert/ Copied Cells.

This spreadsheet is formatted to print - simply click on the Printer icon.

Requesting Institution:

Proposal Title:

	Current Request to JUSFC	Approved Funding Level for Previous JUSFC Grant for this Project	Percent of Difference between Current Request and Previous Grant	Funding from Source A	Funding from Source B	Funding from Source C	Funding from Source D	Total Funding from Other Sources	Total Budget (Current Request + Total Funding From Other Sources)	Request to JUSFC Percent of Total Budget
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I. Direct Costs

A. Program Expenses

1 Domestic Travel

a. Airfare

\$1	per person x	1 person(s)	\$1	\$1	0%	\$1	\$1	\$1	\$1	\$4	\$5	20%
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b. Hotel and per diem

\$1	x	1 person(s) x	1 day(s)	\$1	\$1	0%	\$1	\$1	\$1	\$1	\$4	\$5	20%
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c. Local Transportation

\$1	per person x	1 person(s)	\$1	\$1	0%	\$1	\$1	\$1	\$1	\$4	\$5	20%
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2 International Travel

a. Airfare to Japan

\$1	per person x	1 person(s)	\$1	\$1	0%	\$1	\$1	\$1	\$1	\$4	\$5	20%
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b. Hotel and per diem

\$1	x	1 person(s) x	1 day(s)	\$1	\$1	0%	\$1	\$1	\$1	\$1	\$4	\$5	20%
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c. Local Transportation

\$1	per person x	1 person(s)	\$1	\$1	0%	\$1	\$1	\$1	\$1	\$4	\$5	20%
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3 Conference Expenses										
a. Conference Papers										
\$1 per paper x 1 paper(s)	\$1	\$1	0%	\$1	\$1	\$1	\$1	\$4	\$5	20%
b. Interpretation										
\$1 x 1 person(s) x 1 day(s)	\$1	\$1	0%	\$1	\$1	\$1	\$1	\$4	\$5	20%
c. Room Charge										
	\$1	\$1	0%	\$1	\$1	\$1	\$1	\$4	\$5	20%
d. Catering										
	\$1	\$1	0%	\$1	\$1	\$1	\$1	\$4	\$5	20%
4 Publishing and Dissemination Expenses										
a. Printing										
	\$1	\$1	0%	\$1	\$1	\$1	\$1	\$4	\$5	20%
b. Editing										
	\$1	\$1	0%	\$1	\$1	\$1	\$1	\$4	\$5	20%
5 Shipping Costs (for exhibitions)										
a. Packaging and Shipping artwork										
	\$1	\$1	0%	\$1	\$1	\$1	\$1	\$4	\$5	20%
B. Administrative Expenses										
1 Salary & Benefits										
a. Program Director										
\$1 salary per annum x 1 %	\$0	\$1	-9900%	\$1	\$1	\$1	\$1	\$4	\$4	0%

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\$1	benefits per annum x	1 %		\$0	\$1	-9900%	\$1	\$1	\$1	\$1	\$4	\$4	0%
b. Program Assistant													
\$1	salary per annum x	1 %		\$0	\$1	-9900%	\$1	\$1	\$1	\$1	\$4	\$4	0%
\$1	benefits per annum x	1 %		\$0	\$1	-9900%	\$1	\$1	\$1	\$1	\$4	\$4	0%
c. Graduate Assistant											\$0		
\$1	per hour x	1 hrs.		\$1	\$1	0%	\$1	\$1	\$1	\$1	\$4	\$5	20%
d. Other											\$0		
\$1	salary per annum x	1 %		\$0	\$1	-9900%	\$1	\$1	\$1	\$1	\$4	\$4	0%
\$1	benefits per annum x	1 %		\$0	\$1	-9900%	\$1	\$1	\$1	\$1	\$4	\$4	0%
e. Other											\$0		
\$1	per hour x	1 hrs.		\$1	\$1	0%	\$1	\$1	\$1	\$1	\$4	\$5	20%
2 General Copying and Communications											\$0		
1 Telephone, Fax, Postage				\$1	\$1	0%	\$1	\$1	\$1	\$1	\$4	\$5	20%
2 Copying				\$1	\$1	0%	\$1	\$1	\$1	\$1	\$4	\$5	20%
3 Expendable Supplies				\$1	\$1	0%	\$1	\$1	\$1	\$1	\$4	\$5	20%
TOTAL DIRECT COSTS				\$18	\$24	-33%	\$24	\$24	\$24	\$24	\$96	\$114	16%

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II. Indirect Costs (Overhead)*

\$18 direct costs x	1 %	\$0	\$1	-454%	\$1	\$1	\$1	\$1	\$4	\$4	4%
III. TOTAL REQUEST		\$18	\$25	-37%	\$25	\$25	\$25	\$25	\$100	\$118	15%

* Maximum of 15 (fifteen) percent